

REQUEST FOR PROPOSAL FEASIBILITY STUDY JOINT MUNICIPAL WORKS FACILITY

Town of Newstead and Village of Akron, New York

The Town of Newstead and Village of Akron are interested in studying the feasibility of a joint public works facility for existing and future operations of the Town Highway Department and Village Public Works Department. In order to assess the feasibility of providing such a facility, both governments are anticipating jointly retaining an Architectural / Engineering firm to assist in completing a Feasibility Study

BACKGROUND:

The Town of Newstead and Village of Akron are both currently operating their Highway / Public Works departments in antiquated, inefficient and undersized facilities. It has been identified by both entities that these facilities are in need of replacement. Through the cooperative efforts of both Town and Village Boards the potential of a joint facility has been recognized. In order to determine the most effective alternatives for each municipality to reach their long term objectives and continue to provide high levels of service while maintaining value, the completion of a feasibility study has been jointly funded.

It is the intent of the Town and Village to complete the Joint Public Works Facility Feasibility Study through the use of consultant services. To that end, this Request for Proposals (RFP) is being tendered to identify the most qualified Architectural / Engineering firm willing to prepare a study on the behalf of the Town and Village. Proposals are due August 22, 2005 at 4:00 PM at the Newstead Town Hall and should be labeled: Feasibility Study Proposal for Joint Municipal Works Facility. Proposals shall be submitted to:

Town of Newstead
5 Clarence Center Road
Akron, New York 14001

SCHEDULE:

Proposals Due	August 22, 2005
Qualifications Based Selection Complete	September 19, 2005
Notice to Proceed on Study	October 10, 2005
Interviews / Data Collection Complete	4 weeks after NTP
Facility Program Complete	8 weeks after NTP
Alternative Plans & Costs	10 weeks after NTP
Draft Feasibility Study	14 weeks after NTP
Final Feasibility Study	18 weeks after NTP

SCOPE OF WORK:

It is anticipated that the Scope of Work will include but not be limited to the following:

- Review Existing facilities and operations, and consult with Town and Village staff to develop a list of operations and governmental functions to be housed in the proposed facility.
- Interview Town and Village staff to establish current operational procedures and future initiatives to establish redundancies and opportunities for operational cost savings through the use of a shared facility.
- Review industry trends to identify facility and operational considerations that may provide the Town and Village with opportunities for improved efficiency and cost reductions of operations.
- Review labor and service characteristics to identify special facility requirements and or limitations on potential shared space.
- Complete an environmental evaluation of the proposed operations (salt, transformers, utility poles, fuel, etc.) to determine what considerations need to be addressed relative to environmental compliance
- Establishment of facility program to identify spatial requirements, adjacencies and building restrictions.
- Establish site program to identify acreage required, access limitations, storage and fuel requirements, and orientation.
- Develop three draft alternative concept building floor plans for review and consideration.
- Prepare schematic facility and site plan based on recommendations from draft alternatives and use of the existing Town of Newstead (19 acre) parcel on Buell Street.
- Prepare cost estimates for the following:
 - Capital construction cost
 - Building Operational costs (i.e. utilities, maintenance, etc.)
- Evaluate and identify any funding assistance that may be available for delivery of such project.
- Complete an evaluation of facility delivery alternatives (i.e. bonding, design/build, performance contracting, developer construction/lease, etc.)
- Prepare and present a Joint Municipal Works Facility Feasibility Study to include:
 - Building Program
 - Municipal operations to be housed in the facility for both the Town and Village.
 - Schematic facility and site plans.
 - Operational Evaluation projecting operational costs for both the Town and Village to include utilities, operational efficiencies, modified equipment and stores requirement and labor requirements). Included in this evaluation will be a summary of recent operational costs for existing facilities and services to be housed in the proposed facility for comparison.

- Identification of revenue sources available to assist in project delivery (I.e. grants, low interest loans, energy credits, etc.)
- Project delivery alternative evaluation with recommendations for funding and or contracting for project delivery.

QUALIFICATIONS:

Firms interested in pursuing this opportunity to provide consultant services should be able to demonstrate experience and staff expertise in the following areas:

- Design and construction of maintenance and operations facilities for like entities
- Experience in developing programs for such facilities based on staff interviews, operational requirements and industry trends
- Knowledge of applicable codes and regulations regarding the construction and operation of like facilities
- Staff experience in all disciplines associated with this type of study and facility (i.e. Architectural, Mechanical, Electrical, Structural, Environmental, Site, Cost Estimating, Etc.)
- Experience with joint facility operations and the logistics associated with development of facility and operational issues
- Multi-Agency project development experience
- Project financing knowledge associated with preparing and evaluating development and ownership options for facility delivery and operation (capital, financing and operational costs)

PROPOSALS:

Two proposals shall be prepared by interested A/E firms. A Technical Proposal and a Cost Proposal shall be provided in order to be considered for this project. Proposals shall consist of the following;

▪ Technical Proposal

The Proponent shall submit five (5) copies of their technical proposal.

- **Format:** The proposal must be in compliance with the format described herein. The proposal shall be prepared on 8-1/2" x 11" paper bound on the long side. All pages are to be sequentially numbered. Unnecessarily elaborate proposals are not desired. Proposals should be concise, particularly with respect to past experience on other projects and the resumes of key personnel. Related experience is essential. Be specific on past and current assignments. Define the firm's involvement and responsibilities in each project.

The Proponent's technical proposal shall be prepared using the following format to facilitate evaluation. If a Proponent fails to provide the information requested in one or more sections, the proposal may be considered non-responsive.

- **Content:** The proposal shall contain the following items:
 - Cover Letter
 - Scope of Work
 - Key Personnel
 - Related Projects
 - Background Experience
- **Cover Letter:** The proposal shall be submitted with a cover letter summarizing key points in the proposal. Any introductory remarks may also be placed in the cover letter. The cover letter should not exceed two pages in length. The proponent shall identify what elements of the project they are proposing and the use of any sub-consultants in the cover letter.
- **Scope of Work:** The Proponent shall describe its plans to provide the requested services. This section should include a narrative description of the proposed methodology to accomplish the required tasks, as well as any innovations used on similar projects that may be applicable to the project. The proponent shall also provide a detailed scope of work for delivering the final product ready for use. The scope of work should be in detail to allow identification of all the items of work required and the respective deliverables.
- **Key Personnel:** A list of key personnel for this project must be submitted along with a resume for each person. Each person's role on this project shall be identified.
- **Related Projects:** A list of other contracts entered into by your team that are similar to this project should be provided. Each should include the degree of involvement by your firm and those personnel assigned to this project.
- **Background Experience:** This section should contain a brief history of your firm and any proposed subcontractors, names of principals, concise description of the types of work accomplished, indication of current staff size and location and other relevant background information.

This section should also contain information demonstrating that your firm has a good working relationship with its clients, including a list of references.

- **Cost Proposal**

The Project Cost Proposal (two copies) shall be submitted in a separately sealed envelope. The cost proposal shall be broken down to specifically identify lump sum costs and man-hours for each task in the scope of work to facilitate future negotiation of the scope of work and associated costs as necessary.

PROPOSAL EVALUATION:

- **Selection Procedure**

- The selection team will evaluate and score all technical proposals received.
- Proposals not meeting minimum technical requirements and those that are not responsive will not be given further consideration.
- A short list of service proponents will be developed based on the technical proposal review process. The short listed proponents may be asked to present their proposal to the selection team.
- When presentations and discussions are concluded, a preferred service contractor will be identified. The preferred service contractors cost proposal will be opened and reviewed relative to the proposed Scope of Work.
- Upon review and negotiation of costs, a best and final offer from preferred service contractor will be requested. If upon receipt of the best and final offer an agreement on cost cannot be reached, the negotiation process will be terminated and negotiations will begin with the next highest rated firm,
- The selection team will recommend that the proponent with the highest overall score and acceptable cost be awarded the contract.

NOTE: The Town of Newstead and Village of Akron reserves the right to make the award based upon the initial proposals submitted, without presentation or discussions.

- **Selection Criteria**

Evaluation of the technical responses will be based on the following criteria, listed in order of importance

- Qualifications and experience of firm and subcontractors: Demonstrated ability and reputation in planning public works facilities, working in multiple or joint tenant facilities and completing financial alternatives studies. To include previous experience in like projects with references provided. If subcontractors are proposed, identification of previous projects completed together or instances where firms have collaborated in the past.

- Personnel. Qualifications, experience, and commitment of assigned staff. The Project manager and key support staff assigned to this project shall be specifically identified including their role on the project team.
- Response to request for Proposal: Clear and concise proposal following the requirements of this RFP.
- Project Implementation and Organization: The organization of the project team and how the project is to be completed, including deliverables, communication between team members and with client.